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FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

Director of Communications

AUG 10 1956

Chief, Management Staff

Records Management

1. As indicated in my discussion at the DCI meeting of 6 August, there follows a summary of the major areas for potential accomplishment in records management activity in your Office. I feel there is a great deal to be gained from this program. My purpose at this time is to indicate the areas where further work is needed rather than to review overall accomplishment. I am doing this from a general knowledge of your program but without detailed information on your operations or the activities of your records officer.

Records Creation: An inventory and analysis of reports has been completed; but measures should be taken to establish a continuing control and to provide for the periodic reappraisal of reports. Requests for forms are channeled through your records officer. However, it appears that she will require more training, as well as more time, to perform the review and analysis necessary to develop the most economical and efficient forms. A survey should be conducted to determine whether measures are needed to improve the quality of correspondence and to reduce its cost.

Records Maintenance: The Agency subject-numeric filing system is applicable with modifications to all administrative correspondence records and should be installed in all staffs and divisions. Studies should be conducted to improve filing operations, record systems and mail control throughout the Office.

Records Disposition: It is my understanding that a records control schedule has been prepared by your Office and is being applied. However, we have never received a copy for our review.

2. I feel that the records created by your Staff are particularly important and that their proper management requires continued attention. The Records Management Staff will continue to assist your records officer to the extent possible. However, the success of your program will depend equally upon the amount of time that she can devote to records management. I feel that this should be full time. Mr. [REDACTED], Chief, Records Management Staff, would appreciate an opportunity to discuss this with you. Also, if I can be of further assistance, please let me know.

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